

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 11, 1999

COUNTY FISCAL LETTER (CFL) NO. 98/99-57

**TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS**

**SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE
CLAIM (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE
JANUARY – MARCH 1999 QUARTER - SUPPORTIVE AND THERAPEUTIC
OPTIONS PROGRAM (STOP)**

**Reference: ALL COUNTY LETTER (ACL) NO. 98-93, dated December 15, 1998
COUNTY FISCAL LETTER NO. 98/99-56, dated December 15, 1998**

This letter provides information regarding time study and claiming instructions for the implementation of Child Welfare Services (CWS) – STOP within the Social Services function. ACL NO. 98-93 notified counties about the guidelines and instructions to implement this new program and CFL NO. 98/99-56 provided counties with the STOP allocation.

STOP will provide expanded day treatment and aftercare services to families with at-risk children and youth that cannot access services through current mental health services or other funding mechanisms. Services target children and youth at-risk of out-of-home placement and those exiting foster care. STOP promotes a successful transition to home and minimizes the trauma of change and loss of services by ensuring continuity in service and by developing aftercare strategies to continue STOP relationships with these children.

ACL No. 98-93, advised counties to engage in a collaborative planning process to maximize funding resources and to implement reporting requirements whereby counties must address how they met the goals of the program and how improvements in these areas are being measured. CWDs must assure that STOP funds are used to supplement and not supplant other sources of funding.

TIME STUDY AND CLAIMING INSTRUCTIONS

Effective in the January – March 1999 quarter, the following Program Code (PC), Time Study Code (TSC) and Program Identifier Numbers (PINs) have been established in the Social Services Function:

588	Supportive and Therapeutic Options Program Services (PC)
5881	Caseworker staff performing case management activities for clients over age 18 (TSC)
5882	STOP Services (TSC)
A28	STOP Support Staff Code – over age 18
588131	Contracted Services (PIN)

Funding: 00/70/00/30 (Federal Welfare/State Welfare/Health/County)

STOP Case Management and Administrative Costs (over age 18)

Effective in the January – March 1999 quarter, casework staff performing STOP case management activities for the target population over age 18 will record their time to TSC 5881. The following is a description of the allowable case management activities:

These activities are directed at developing a case plan, which indicates the specific services necessary to promote a successful transition home and allows for continuity in service delivery. Activities include but are not limited to the following:

- Identifying and developing specific services needed by children and their families.
- Developing a strength-based assessment.
- Linking families with community-based services and local service providers, along with teaching families how to access needed services.
- Coordinating with service providers and community based organizations.
- Activities that are directed towards enhancing, expanding or supporting STOP.
- Travel time associated with any of the above activities.

Staff supporting caseworkers that provide case management for the over age 18 population will record their time to A28, STOP Support Staff.

CWS Case Management and Administrative Costs (through age 18)

CWD staff performing case management and administrative activities related to STOP for children/youth through age 18, will continue to time study and charge cost to the appropriate CWS Program Code:

148 - Case Management. The allowable activities are the same as described above.
A6 – CWS Support Staff. The allowable activities are the same as described above.

CONTRACTED SERVICES

ACL 98-93 strongly encourages counties to deliver STOP services through a purchase of service contract with existing service providers. Effective in the January – March 1999 quarter, contracts with service providers for STOP will be charged to PIN 588131, Contracted Services. Allowable STOP services include, but are not limited to the following: individual, group and family counseling, crisis response, educational and recreational services, social and vocational skills training, and anger management. All services should support child welfare children in successfully transitioning home or into the community, along with services that will ensure continuity in developing aftercare strategies to continue supportive and therapeutic relationships.

STOP SERVICES

TSC 5882 should be used when CWD caseworkers are delivering STOP services. These services include, but are not limited to, services designed to help families alleviate crisis to prevent out-of-home placement, parent education, individual and family counseling, social and vocational skills training, and therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems and behaviors.

If you have any questions regarding this CFL, please contact your Fiscal Policy Analyst at (916) 657-3440.

Sincerely,

***Original Document Signed By
GEORGE E. PEACHER, JR., on 1/11/99***

GEORGE E. PEACHER, JR., Chief
Fiscal Systems and Accounting Branch

c: CWDA